

The regular meeting of the Municipal Civil Service Commission convened on Monday, April 29, 2002, at 12:30 p.m. with Priscilla Tyson, Grady Pettigrew and Elliot Fishman present.

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RE: *Review and approval of the March 25, 2002, Regular Commission Meeting minutes.*

The minutes were approved.

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RE: *Review of the results of the pre-hearing conference for the following appeal:*
a. Rudolph Austin vs. Columbus Public Schools, Appeal No. 02-BA-0003. Custodian II – Discharge – hearing scheduled for June 10, 2002.

PRESENT: Theresa Lynn Carter, Deputy Executive Director

Lynn Carter appeared before the Commissioners and reported the results of a pre-hearing conference held earlier today for Rudolph Austin, Custodian II, Columbus Public Schools, who was discharged based upon the appellant allegedly coming to work under the influence of alcohol. Thomas Drabick will represent the appellant, who is the only witness Mr. Drabick intends to call. Larry Braverman will represent Columbus Public Schools and intends to call four witnesses. Both parties anticipate the entire trial board hearing should last no longer than three hours.

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RE: *Rule Revisions.*

No Rule revisions were submitted this month.

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RE: *Request of the Columbus Public Schools to revise the specification for the classification Duplicating Equipment Operator (class code 086).*

Request of the Columbus Public Schools to revise the specification for the classification Duplicating Services Supervisor (Class Code 087).

PRESENT: Sue Messina, Columbus Public Schools

Sue Messina appeared before the Commissioners to request revisions to these two classifications in order to more accurately reflect the new technology and equipment that is being used by incumbents in these classifications.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Trial Board Recommendations.*

No trial board recommendations were submitted this month.

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RE: *Request of the Civil Service Commission staff to approve the specification review for the classification Public Health Physical Therapist with no revisions (Class Code 1752).*

PRESENT: Jeanne Gallagher, Personnel Analyst I

Jeanne M. Gallagher presented the Commission's request to approve the specification review for Public Health Physical Therapist with no revisions. In accordance with Civil Service Commission policy, any classification that not been reviewed during the past five years shall be reviewed and revised if needed. This classification was last reviewed in November of 1997. There are currently no incumbents in this classification.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to approve the specification review for the classification Public Health Speech/Language Pathologist with no revisions (Class Code 1760).*

PRESENT: Jeanne Gallagher, Personnel Analyst I

Jeanne M. Gallagher presented the Commission's request to approve the specification review for Public Health Speech/Language Pathologist with no revisions. In accordance with Civil Service Commission policy, any classification that not been reviewed during the past five years shall be reviewed and revised if needed. This classification was last reviewed in November of 1997. There are currently no incumbents in this classification.

Based on information received from the department, no proposed revisions are needed at this time. It was therefore recommended that the review of the specification for the classification Public Health Speech/Language Pathologist be approved with no revisions.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to approve the specification review for the classification Public Health Occupational Therapist with no revisions (Class Code 1756).*

PRESENT: Jeanne Gallagher, Personnel Analyst I

Jeanne M. Gallagher presented the Commission's request to approve the specification review for Public Health Occupational Therapist with no revisions. In accordance with Civil Service Commission policy, any classification that not been reviewed during the past five years shall be reviewed and revised if needed. This classification was last reviewed in November of 1997. There are currently no incumbents in this classification.

Based on information received from the department, no proposed revisions are needed at this time. It was therefore recommended that the review of the specification for the classification Public Health Occupational Therapist be approved with no revisions.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to approve the specification review for the classification Public Health Therapy Assistant with no revisions (Class Code 1754).*

PRESENT: Jeanne Gallagher, Personnel Analyst I

Jeanne M. Gallagher presented the Commission's request to approve the specification review for Public Health Therapy Assistant with no revisions. In accordance with Civil Service Commission policy, any classification that not been reviewed during the past five years shall be reviewed and revised if needed. This classification was last reviewed in October of 1997. There is currently one incumbent in this classification.

Based on information received from the department, no proposed revisions are needed at this time. It was therefore recommended that the review of the specification for the classification Public Health Therapy Assistant be approved with no revisions.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service commission staff to revise the specification for the classification Advance Practice Registered Nurse (Class Code 1679).*

PRESENT: Jeanne M. Gallagher, Personnel Analyst I

Jeanne M. Gallagher presented the Commission's request to revise Advance Practice Registered Nurse as part of the Commission's effort to review every classification every five years. This specification was last reviewed in November of 1997. Currently there are five incumbents assigned to the Health Department.

No revisions to the definition were recommended. Revisions to the examples of work were recommended to more accurately reflect the specific duties of the Advance Practice Registered Nurse. No revisions were recommended to the minimum qualifications, knowledge, skills and abilities, probationary period or examination type. It was recommended that the EEO Job Category be changed from Paraprofessional to Professional to more accurately reflect the knowledge and skill required to successfully perform the work of this class.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to impose a hiring moratorium on the specification for the classification Administrative Secretary (Health) [Class Code 0490].*

PRESENT: Jeanne Gallagher, Personnel Analyst I

Jeanne M. Gallagher presented the Commission's request to place a hiring moratorium on the specification for the classification Administrative Secretary (Health). There is currently one position allocated to this classification, which was last reviewed in May of 1997.

By definition, this classification is responsible for acting as confidential secretary to the City Health Commissioner. This classification is virtually identical in nature to the Administrative Secretary (Class Code 0773), which is responsible for serving as the confidential secretary for a department director, commissioner or position in the executive job family. Because there is no need for two separate classifications performing the same functions, it was recommended that a hiring moratorium be placed on the Administrative Secretary (Health) classification to prevent further allocations. The proposed moratorium will not impact the current incumbent.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Garage Attendant, retitle it to read Fleet Attendant and amend Rule XI accordingly (Class Code 3744).*

PRESENT: Jeanne M. Gallagher, Personnel Analyst I

Jeanne M. Gallagher presented the Commission's request to revise Garage Attendant and retitle it to read Fleet Attendant as part of the Commission's effort to review every classification every five years. This specification was last reviewed in August of 1997. There are currently four incumbents assigned to the Department of Public Safety, Division of Police. There are also nine incumbents currently assigned to the Department of Public Service, Division of Facilities Management who are being reassigned to another classification.

Revisions to the definition were recommended to more accurately describe the duties performed by incumbents. Revisions to the examples of work were recommended to better clarify the work activities of this classification. No revisions to the minimum qualifications were recommended. One revision under knowledge, skills and abilities, was recommended to more accurately define the skills necessary for performance of the tasks. No revisions to the probationary period or examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Watcher, retitle it to read Security Guard and amend Rule XI accordingly (Class Code 3538).*

Request of the Civil Service Commission staff to reallocate designated positions in the current Garage Attendant classification (Class Code 3744) to the Security Guard classification upon the revaluation and reassignment of pay as approved by City Council and to allow the affected incumbents in these positions being reallocated to retain their current classification status and seniority.

PRESENT: Jeanne Gallagher, Personnel Analyst I

Jeanne M. Gallagher presented the Commission's request to revise Watcher and retitle it to read Security Guard as part of the Commission's effort to review every classification every five years. This specification was last reviewed in August of 1997. There are currently four incumbents assigned to the Department of Public Safety, Division of Police, three incumbents assigned to the Department of Public service, Division of Transportation and one incumbent assigned to the Health Department. In addition, there are nine incumbents in the classification of Garage Attendant (Fleet Attendant) [Class Code 3744] assigned to the Department of Public Service, Division of Facilities Management who are acting in the capacity of the classification Watcher.

Just prior to today's meeting, AFSCME requested that the classification be retitled to read Security Specialist instead of Security Guard. The Commission staff approved the request and asked the Commissioners to approve it also.

Due to national events during 2001, the role of Watcher has expanded to fill the growing security needs of the City of Columbus; therefore it was recommended that Watcher be retitled to Security Specialist to acknowledge this increased role. It was further recommended that those incumbents assigned to the Department of Public Service, Division of Facilities Management who are currently classified as Garage Attendants be reclassified into the new revised and retitled classification Security Specialist pursuant to City Council's approval of the salary range increase.

Revisions to the definition were recommended to more accurately describe the duties performed by incumbents and revision to the examples of work were recommended to better clarify the work activities of this classification. The minimum qualifications were revised to: Completion of the twelfth school grade and six months experience as a security guard or comparable experience. Substitution(s): A certificate of high school equivalence (GED) will be accepted in lieu of the twelfth schools grade completion requirement. Changes to the knowledge, skills and abilities were recommended to more accurately define the skills necessary for performance of the tasks. No revisions to the probationary period or examination type were recommended.

A motion to approve the amended requests was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to create the specification for the classification Security Guard Supervisor, assign a probationary period of 365 days, designate the examination type as competitive and amend Rule XI accordingly.*

PRESENT: Jeanne Gallagher, Personnel Analyst I

Jeanne M. Gallagher presented the Commission's request to create Security Guard Supervisor. Due to the national events of 2001, the role of the classification Watcher (being retitled to Security Specialist) has expanded to fill the growing security needs of the City of Columbus. Increasing staffing needs have necessitated creation of a working supervisor classification to manage this work force. Currently incumbents involved in security positions are supervised by building or street maintenance supervisors. Security requires a set of knowledge, skills and abilities that differ significantly than those addressed in the current building or street maintenance supervisory classifications. Therefore, it was recommended that a new specification be created to supervise the security work force and participate in all aspects of security.

Just prior to today's meeting, AFSCME requested that this new classification be Security Specialist Supervisor instead of Security Guard Supervisor. The Commission staff approved the request and asked the Commissioners to approve it also.

It was recommended the definition read as follows: Under direction, is responsible for supervising and participating in the guarding of City property and controlling access to buildings and facilities; performs related duties as required. The examples of work were written to include the multitude of duties ranging from assigning tasks to workers, overseeing alarm system, and coordinating with other agencies. The minimum qualifications are one year of experience as a Security Specialist with the City of Columbus or comparable experience. The knowledge, skills and abilities were written to include the various skills required of an incumbent in this position. It was recommended that the examination type be designated as competitive and that a 365-day probationary period be assigned in accordance with Commission policies for competitive supervisory classifications.

A motion to approve the amended requests was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Property Maintenance Inspector (Class Code 1790).*

PRESENT: Jeanne Gallagher, Personnel Analyst I

Jeanne M. Gallagher presented the Commission's request to revise Property Maintenance Inspector. This specification was last reviewed in May of 1998. There are currently forty-three incumbents assigned to the Department of Development, Neighborhood Services Division.

No revisions to the definition were recommended. Revisions to the examples of work were to more accurately reflect the specific duties of the Property Maintenance Inspector. Revisions to the minimum qualifications were to more accurately define the certification necessary for performance of the tasks. Revisions to the knowledge, skills and abilities were recommended to more accurately define the level of skill necessary for performance of the tasks. No revisions to the probationary period or examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Property Maintenance Inspection Supervisor (Class Code 1796).*

PRESENT: Jeanne Gallagher, Personnel Analyst I

Jeanne M. Gallagher presented the Commission's request to revise Property Maintenance Inspection Supervisor. This specification was last reviewed in May of 1998. There are currently six incumbents assigned to the Department of Development, Neighborhood Services Division.

No revisions to the definition were recommended. Revisions to the examples of work were to more accurately reflect the specific duties of the Property Maintenance Inspection Supervisor. Revisions to the minimum qualifications were to more accurately define the certification necessary for performance of the tasks. Revisions to the knowledge, skills and abilities were recommended to more accurately define

the level of skill necessary for performance of the tasks. No revisions to the probationary period or examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Property Maintenance Inspection Specialist (Class Code 1793).*

PRESENT: Jeanne Gallagher, Personnel Analyst I

Jeanne M. Gallagher presented the Commission's request to revise Property Maintenance Inspection Specialist. This specification was created in May of 1998. There are currently three incumbents assigned to the Department of Development.

No revisions to the definition or minimum qualifications were recommended. Revisions to the examples of work were recommended to more accurately reflect the specific duties of the Property Maintenance Inspection Specialist and revisions to the knowledge, skills and abilities were recommended to more accurately define the level of skill necessary for performance of the tasks. No revisions to the probationary period or examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Property Maintenance Inspection Manager (Class Code 1792).*

PRESENT: Jeanne Gallagher, Personnel Analyst I

Jeanne M. Gallagher presented the Commission's request to revise Property Maintenance Inspection Manager. This specification was last reviewed in May of 1998. There is currently one incumbent assigned to the Department of Development.

No revisions to the definition were recommended. Revisions to the examples of work were recommended to more accurately reflect the specific duties of the Property Maintenance Inspection Manager. The guidelines for class use section of the specification was revised to reflect the Department of Development's reorganization during 2001. The minimum qualifications were recommended for revision to more accurately define the certification necessary for performance of the tasks. Revisions to the knowledge, skills and abilities were recommended to more accurately define the level of skill necessary for performance of the tasks. No revisions to the probationary period or the examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to retitle the specification for the classification Plant Maintenance Electrician to read Plant Maintenance Electrician I and amend Rule XI accordingly (Class Code 3799).*

PRESENT: Jeanne Gallagher, Personnel Analyst I

Jeanne M. Gallagher presented the Commission's request to retitle the specification for Plant Maintenance Electrician to Plant Maintenance Electrician I as a result of the March 2002 action that changed the Plant Maintenance Electrician Supervisor to Plant Maintenance Electrician II. Accordingly, the Civil Service Commission staff requested that this retitling be approved to maintain series continuity.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Personnel Analyst I (Class Code 0900).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented the Commission's request to revise Personnel Analyst I as part of the Commission's effort to review every classification every five years. This specification was last revised in September of 1994. There are currently two full-time and three part-time incumbents assigned to the Civil Service Commission.

The only revision recommended to the definition was to replace the phrase "civil service examination" with "employment examination". No revisions to the examples of work or minimum qualifications sections of the specification were recommended. A guidelines for class use was proposed to require positions to be allocated in the Civil Service Commission. The knowledge, skills and abilities were revised to include additional ability statements important for successful job performance. No revisions to the probationary period or examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Personnel Analyst Supervisor (Class Code 0903).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented the Commission's request to revise Personnel Analyst Supervisor. This specification was last revised in March of 1998. There are currently two incumbents assigned to the Civil Service Commission.

It was recommended that the definition statement be revised to delete language pertaining to the supervision of other staff since that is not critical to the allocation of this classification and provides unnecessary restriction. The proposed deletion of this language does not preclude supervision of other staff besides personnel analysts. It was also recommended that the wording used to provide examples of what professional personnel work is, be removed. The examples of work section was revised to reflect the work currently performed by positions allocated to this classification. The only revision proposed to the minimum qualifications was to replace the phrase "civil service" with "employment" examination. A guidelines for class use section was proposed that would require positions to be allocated in the Civil Service Commission. The knowledge, skills and abilities section was revised to include additional ability

statements important for successful job performance. No revisions to the probationary period or the examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Personnel Administrative Officer (Class Code 0898).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented the Commission's request to revise Personnel Administrative Officer as part of the Commission's effort to review every classification every five years. This specification was last revised in September of 1994. There are currently five incumbents assigned to the Civil Service Commission.

It was recommended that the definition statement be revised to reflect the five unique responsibilities covered by these positions (employment consultancy, managing an in-house testing unit, coordinating classification and position control activities managing an applicants unit and coordinating certification activities for sworn personnel). Recommended revisions to the examples of work represent the duties and responsibilities performed within these specialty areas. The only revision recommended to the minimum qualifications was to clarify that the qualifying experience is at the Personnel Analyst II level or comparable. A guidelines for class use was proposed to require positions to be allocated in the Civil Service Commission. The knowledge, skills and abilities were revised to include additional ability statements important for successful job performance. No revisions to the probationary period or examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Personnel Psychologist (Class Code 0918).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented the Commission's request to revise Personnel Psychologist. This specification was last revised in March of 1998. There is currently one incumbent assigned to the Civil Service Commission.

No revisions to the definition were recommended. A slight modification to the examples of work was recommended to remove "certification" as an activity that is directed by this classification. No revisions were recommended to the minimum qualifications, knowledge, skills, and abilities, probationary period or examination type.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to abolish the specification for the classification Equal Employment Opportunity Officer (Public Safety Department) and amend Rule XI accordingly (Class Code 0801).*

The Commissioners deferred this item.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Fingerprint Technician Trainee (Class Code 3012).*

PRESENT: Sheri LaVette, Personnel Administrative Officer

Sheri A. LaVette presented the Commission's request to revise Fingerprint Technician Trainee as part of the Commission's effort to review every classification every five years. This specification was last reviewed in May of 1995. Currently there are three incumbents assigned to the Department of Public Safety, Division of Police.

No revisions to the definition were recommended. To accommodate interaction between additional law enforcement agencies, one change was recommended to the examples of work; previously, the Franklin County Identification Bureau was the only outside agency that interacted with this classification. No revisions to the minimum qualifications, knowledge, skills and abilities, probationary period or examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Power Line/Cable Worker Trainee (Class Code 3565).*

PRESENT: Ronald L. Jenkins, Personnel Analyst I

Ronald L. Jenkins presented the Commission's request to revise Power Line Cable Worker Trainee. This specification was last updated in April of 1998. Currently there are no incumbents serving in this classification.

No revisions to the definition were recommended. Revisions to the Guidelines for Class use were recommended to better clarify the language describing work limitations for this classification and to more accurately describe the duties performed by incumbents. The minimum qualifications were revised to eliminate a license certification that is no longer required by this classification. No revisions were recommended to the examples of work, knowledge, skills, and abilities, probationary period or examination type.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Power Line Worker I (Class Code 3566).*

PRESENT: Ronald L. Jenkins, Personnel Analyst I

Ronald L. Jenkins presented the Commission's request to revise Power Line Worker I. This specification was last updated in September of 1999. Currently there are two incumbents assigned to the Division of Electricity, Public Utilities Department.

No revisions to the definition were recommended. Revisions to the Guidelines for Class use were recommended to better clarify the language describing work limitations for this classification. The minimum qualifications were revised to eliminate a license certification that is no longer required by this classification. No revisions were recommended to the examples of work, knowledge, skills, and abilities, probationary period or examination type.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Power Line Worker II (Class Code 3567).*

PRESENT: Ronald L. Jenkins, Personnel Analyst I

Ronald L. Jenkins presented the Commission's request to revise Power Line Worker II. This specification was last updated in September of 1999. Currently there are nine incumbents assigned to the Division of Electricity, Public Utilities Department.

No revisions to the definition were recommended. Revisions to the Guidelines for Class use were recommended to better clarify the language describing work limitations for this classification and to more accurately describe the duties performed by incumbents. The minimum qualifications were revised to eliminate a license certification that is no longer required by this classification. No revisions were recommended to the examples of work, knowledge, skills, and abilities, probationary period or examination type.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Power Line Worker Supervisor II (Class Code 3569).*

PRESENT: Ronald L. Jenkins, Personnel Analyst I

Ronald L. Jenkins presented the Commission's request to revise Power Line Worker Supervisor II. This specification was last reviewed in May of 2000. Currently there is one incumbent serving in this classification in the Division of Electricity, Public Utilities Department.

No revisions to the definition were recommended. Revisions to the examples of work were recommended to more accurately describe the supervisory duties and responsibilities assigned to and performed by the incumbent and to eliminate redundancies. The minimum qualifications were revised to eliminate a license certification that is no longer required by this classification. No revisions were recommended to the knowledge, skills, and abilities, probationary period or examination type.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Electric Metering Supervisor I (Class Code 3618).*

PRESENT: Ronald L. Jenkins, Personnel Analyst I

Ronald L. Jenkins presented the Commission's request to revise Electric Metering Supervisor I. This specification was last reviewed in January of 1998. Currently there are three incumbents serving in this classification in the Division of Electricity, Public Utilities Department.

Revisions to the definition and examples of work were recommended to more accurately describe the supervisory duties and responsibilities assigned to and performed by incumbents of this classification and to eliminate redundancies. Revisions to the minimum qualifications were recommended to more accurately describe the license certification requirement needed to perform the duties of this classification. No revisions were recommended to the knowledge, skills, and abilities, probationary period or examination type.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Substation Maintenance Supervisor (Class Code 3596).*

PRESENT: Ronald L. Jenkins, Personnel Analyst I

Ronald L. Jenkins presented the Commission's request to revise Substation Maintenance Supervisor. This specification was last reviewed in August of 2001. Currently there are two incumbents serving in this classification in the Division of Electricity, Public Utilities Department.

Revisions to the definition and examples of work were recommended to more accurately describe the supervisory duties and responsibilities assigned to and performed by incumbents of this classification and to eliminate redundancies. Revisions to the minimum qualifications were recommended to eliminate a license certification that is no longer required by this classification. No revisions were recommended to the knowledge, skills, and abilities, probationary period or examination type.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Construction Inspector II (Civil) [Class Code 1020].*

PRESENT: Ronald L. Jenkins, Personnel Analyst I

Ronald L. Jenkins presented the Commission's request to revise Construction Inspector II (Civil). This specification was last reviewed in March of 2000. Currently there are three incumbents serving in this classification in the Transportation Division, Public Service Department.

Revisions to the definition were recommended to better clarify the responsibilities of this classification to include the duties performed by all incumbents. Revisions to the examples of work were requested to better clarify the duties performed by incumbents and to eliminate redundancies. It was requested that the guidelines for class use section of the specification be deleted because, by definition, the classification has responsibilities that include supervisory duties both direct and indirect. No revisions to the minimum qualifications, knowledge, skills, and abilities, probationary period or examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Building Maintenance Manager (Class Code 3497).*

This item was deferred.

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RE: *Request of the Civil Service Commission staff to create the specification for the classification Equal Business Opportunity Specialist I, assign a 365 day probationary period, designate the examination type as competitive and revise Rule XI accordingly.*

PRESENT: Don White, Personnel Analyst Supervisor

Don White, Personnel Analyst Supervisor, presented the Commission's request to create Equal Business Opportunity Specialist I as a result of discussions with Melinda Carter, Executive Director of the EBO Commission. Ms. Carter indicated she is experiencing difficulty in recruiting qualified applicants for EBO Specialist positions. It was requested that an entry-level professional classification be created and used as a training classification for Equal Business Opportunity Specialist II.

The definition was recommended to indicate an EBO Specialist I would be responsible for performing entry-level professional work in the development and implementation of equal business opportunity programs for the City of Columbus pursuant to Title 39 of the Columbus City Code. A guidelines for class use was written to ensure this classification would be used exclusively in the Equal Business Opportunity office. Examples of work were recommended to represent the type of duties performed by incumbents in this classification. The minimum qualifications required a bachelor's degree and the knowledge, skills and abilities were recommended to include the various skills required of an incumbent in this position. It was recommended that the examination type be designated as competitive and that a 365-day probationary period be assigned.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Equal Business Opportunity Specialist, retitle it to read Equal Business Opportunity Specialist II, designate the examination type as noncompetitive and amend Rule XI accordingly (Class Code 0805).*

PRESENT: Don White, Personnel Analyst Supervisor

Don White, Personnel Analyst Supervisor, presented this request as a result of discussions with Melinda Carter, Executive Director of the EBO Commission. Ms. Carter indicated she is experiencing difficulty in recruiting qualified applicants for EBO Specialist positions and requested the creation of an entry-level professional classification to be used as a training classification. As a result of creating the entry-level classification, revisions to the Equal Business Opportunity Specialist classification were required. It was requested the classification be retitled to EBO Specialist II. The only revision to the definition was to correct "Title Thirty Nine" to "Title 39". It was recommended that one example of work be added to indicate incumbents in this classification may oversee the work of and train EBO Specialists I.

It was recommended that the required experience be two years since Ms. Carter indicated two years would be a sufficient training period for an EBO Specialist I to become fully competent to perform the duties of an EBO Specialist II. It was further recommended that a master's degree in public or business administration or a closely related field could substitute for one year of the required experience. It was requested that the examination type be revised to noncompetitive. No revisions to the knowledge, skills and abilities or the probationary period were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to merge the specification for the classification Storekeeper II (Class Code 1329) into Storekeeper I (Class Code 1328), amend Rule XI accordingly and allow all affected position incumbents to retain their current appointment type and classification seniority (Class Code 1328).*

This item was deferred.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Storekeeper III, retitle it to read Storekeeper II and amend Rule XI accordingly (Class Code 1330).*

This item was deferred.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Police Property Clerk (Class Code 1345).*

This item was deferred.

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RE: *Residency hearing reviews.*

No residency hearing reviews were submitted this month

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RE: *Personnel Action Request.*

Request of the Civil Service commission staff to deem Roger M. "Matt" Lovsey qualified for the preferred eligible list for Plant Maintenance Supervisor II (Class Code 3815).

Mr. Lovsey's current position, which is classified as an Engineering Associate II (Class Code 1032), was found to be misclassified per the results of a position audit completed on April 1, 2002. The audit findings indicated that the position would be more appropriately classified as Plant Maintenance Supervisor II (Class Code 3815). In accordance with Rule IV(E)(6), the Department elected to reallocate Mr. Lovsey's position to Plant Maintenance Supervisor II. Mr. Lovsey successfully completed the Plant Maintenance Supervisor II examination and his name is reachable on the current open-competitive eligible list. However, without Commission action, Mr. Lovsey would be required to serve a new probationary period for a job in which he has performed for nearly five years. Therefore, in accordance with Rule X(G)(1)(b), it was requested that Mr. Lovsey be deemed eligible for the preferred eligible list for the Plant Maintenance Supervisor II class, which would acknowledge that the probationary period has already been served.

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RE: *Administrative/Jurisdictional Reviews*

Review of the appeal of Melvin R. Bynum regarding the assignment of buses at the Columbus Public Schools. Appeal No. 02-BA-0006.

The Commissioners approved the written recommendation submitted by the Civil Service Commission staff that the Commission has no jurisdiction over the assignment of buses at Columbus Public Schools and dismissed Mr. Bynum's appeal without a hearing because of lack of jurisdiction.

Review of the appeal of John Meyers regarding the denial of his request for ADA accommodation on the 2002 Police Commander promotional competitive examination.

The Commissioners approved the written recommendation submitted by the Civil Service Commission staff that the Commission has no contractual obligation to provide the requested accommodation, that the requested accommodation is not required pursuant to ADA and O.R.C. 4112 and that the documentation provided by Mr. Meyers failed to establish that he is entitled to accommodation. Based on these findings, the Commissioners dismissed Mr. Myers' appeal without a hearing pursuant to Commission rule XIII(G)(1).

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RE: *Background Administrative Reviews*

Police Officer Applicants	
Removed During the Prescreening process	
Matthew Lerch	Substance Abuse (H.2)
Jennifer Samuel	Employment (C.3)

The Commissioners reviewed the files of two police officer applicants for an administrative review of the decision of the Executive Director to reject their applications due to a violation of the background standards for police officers during the pre-screening process.

After reviewing Matthew Lerch's file, the Commissioners decided that his application would not be accepted and he would not be permitted to take the police officer examination. After reviewing Jennifer

Samuel's file, the Commissioners decided her application would be accepted and she would be permitted to take the police officer examination.

Background Administrative Reviews

April 11, 2002

Karen L. Novatka	Police Communication Technician	02-BR-013
Matthew E. Dillon	Police Officer	02-BR-015
Jeffrey L. Shockley	Police Officer	02-BR-017
Randall M. Dana	Police Officer	02-BR-018
Steven D. Harris	Police Officer	02-BR-020
Saundra J. Henson	Police Communication Technician	02-BR-021

After reviewing the files of Matthew E. Dillon, Jeffrey L. Shockley and Randall M. Dana, the Commissioners decided their names would be reinstated to the police officer's eligible list. After reviewing Steven D. Harris' file, the Commissioners decided his name would not be reinstated to the police officer's eligible list. The Commissioners reviewed the files of Karen L. Novatka and Saundra J. Henson and decided their names would not be reinstated to the Police Communication Technician's list.

Background Administrative Reviews

April 18, 2002

David D. Rosenberger	Police Officer	02-BR-014
Sidney D. Bowers	Police Officer	02-BR-019
Alfonso Holmes	Police Officer	02-BR-022
George E. Daniels	Police Officer	02-BR-023
Sandy E. Dunlap	Police Communication Technician	02-BR-024
David R. Daniel Jr.	Police Officer	02-BR-026
Paul Soppe	Police Officer	02-BR-027

The Commissioners reviewed the files of Alfonso Holmes, George E. Daniels and Paul Soppe and decided their names would be reinstated to the police officer's eligible list. After reviewing the files of David D. Rosenberger, Sidney D. Bowers and David R. Daniels, Jr., the Commissioners decided their names would not be reinstated to the police officer's eligible list. The Commissioners reviewed Sandy E. Dunlap's file and decided her name would not be reinstated to the Police Communication Technician's eligible list.

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The Commission adjourned its meeting at 1:46 p.m.

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Priscilla R. Tyson, Commission President

May 20, 2002

Date